



ASSISTANT DIRECTOR OF COMMUNICATIONS

Annual Salary: \$140,000

COMMUNICATIONS AND COMMUNITY RELATIONS DIVISION

The Harbor Department's Communication and Community Relations Division is one of two divisions within the Bureau of Communications and Government Relations. It is responsible for creating and sustaining a positive image for the Port.

THE POSITION PROFILE

Under the general direction of the Director, the Assistant Director of Communications and Community Relations leads the media relations efforts of the Port and assists the Director of Communications and Community Relations with initiative development and implementation, strategic planning and the supervision of the staff. The Assistant Director serves as a key spokesperson for the Port and is the lead speechwriter for executives and Harbor Commissioners.

EXAMPLES OF DUTIES

- Provides leadership and direction for the Division that provides all communications, media relations, marketing and community relations services for the Port of Long Beach.
- Develops communications and media platforms to promote the Port of Long Beach initiatives and activities. Works with staff to develop and implement dynamic media and promotional programs including the Port's web site, publications, news releases, executive speeches and presentations.
- Creates and fosters working relationships with reporters who cover Long Beach, the maritime industry and Port priorities.
- Serves as Public Information Officer, the Port's primary contact for news reporters from throughout the world, during the work day and off hours, assisting them with up-to-the minute input for their coverage of the Port of Long Beach.
- Provides direct and indirect supervision of staff, establishing goals and objectives, measuring performance, accountability and ensuring effective customer service.
- Takes a proactive approach in dealing with media.
- Provides leadership and direction for the Division which establishes all communications, media relations, marketing and community relations services for the Port of Long Beach.
- Reviews and evaluates in-house practices and works in partnership with the Director of Communications to provide strategic leadership of the Port's media relations team.
- Guides and mentors staff; provides leadership with respect to career development.
- Plans, supervises and allocates resources.
- Performs other duties as required.



THE CANDIDATE

EDUCATION & EXPERIENCE

Education:

Requires a Bachelor's degree in Communications, Public Relations or a closely related field. A Master's degree in one of the above disciplines or a related field is preferred.

Experience:

Requires a minimum of ten years of progressively responsible communication management experience supervising staff dealing with media relations.

Handle confidential department and employee information with complete discretion; a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations is required.

Must have high- level organizational and planning skills so that workflow is managed both efficiently and accurately; set priorities, take initiative and exercise sound independent judgment.

Must be an outstanding spokesperson with a highly developed political acumen.

Strong leadership background, with experience as a number two or three management professional in a complex, similarly situated organization with comparable challenges and structure is expected.

A valid California driver's license will be required. To accommodate a disability, an alternative method of transportation may be utilized to carry out essential job-related functions.

Position requires the ability to:

- Present proposals and recommendations clearly, logically and persuasively in public meetings.
- Work under pressure and tight deadlines.
- Demonstrate knowledge of all functional areas of the position.
- Develop policies and procedures
- Work independently without extensive direction or oversight.
- Be a creative, strategic thinker dedicated to quality service.
- Display enthusiasm and optimism regarding work.
- Understand, interpret, explain and apply Port policy.
- Be a strong, hands-on leader of people, capable of inspiring and energizing staff.
- Exercise sound, expert professional judgment and seasoned political acumen within broad general policy guidelines.
- Be flexible and able to work in a team-oriented organization.

COMPENSATION & BENEFITS

The Port of Long Beach has established an **annual salary of \$140,000**. An attractive package of executive level benefits is also included, with the opportunity of working in one of the most diverse and dynamic areas of the United States. The Port's generous benefits package includes:

- **Retirement** – CalPERS 2% @ 62, coordinated with social security (with a 6.5% payroll contribution). Current classic CalPERS members may qualify for a different formula.
- **Auto Allowance** – \$350 per month
- **Deferred Compensation** – several plans available
- **Group Health Insurance** – medical (an HMO and a PPO) and dental options (two plans to choose from) available for employee and dependents
- **Life Insurance** – City-paid life insurance policy of \$20,000 plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000
- **Disability Insurance** – City-paid short and long term disability insurance
- **Vacation** – 12 days after one year of service; maximum of 20 days after 19.5 years of service
- **Sick Leave** – 12 days per year
- **Executive Leave** – 5 days per year
- **Holidays** – 9 designated holidays per calendar year, plus 4 personal holidays
- **Bereavement Leave** – 3 days for death or critical illness of immediate family member plus 3 days of accrued sick leave
- **Annual Physical** – provided by the City

APPLICATION & RECRUITMENT SCHEDULE

The final filing date for this recruitment is **Thursday, July 14, 2016 at 4:30 p.m.** The Port reserves the right to extend without notice the closing date in order to accept additional applications.

To be considered for this opportunity, please submit a cover letter, a resume that reflects scope of current/most recent organization and responsibilities and current salary information via email electronically to: humanresources@polb.com. You must indicate – **ASSISTANT DIRECTOR, COMMUNICATIONS** - in the subject line. Incomplete application packets or those that clearly do not meet the minimum requirements will not be considered.

Following the final filing deadline, all application packets will be evaluated to determine the most qualified applicants. Those individuals determined to be best suited for the position will be interviewed by the final selection panel, with an appointment anticipated shortly thereafter.

This information is available in an alternative format by request to the Human Resources Division at (562) 283-7500. If you require an accommodation because of a disability in order to participate in any phase of the application/selection process, please submit your request in writing when submitting your application or call the number above.

The Port of Long Beach is an Equal Opportunity Employer.

Relocation is not available for this position.



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Assistant Director of Communications

The **PORT OF LONG BEACH** is one of the world's busiest seaports and is a leading gateway for international trade. Founded in 1911, it has grown to more than 3200 acres and moves more than \$150 billion in trade each year. The Port of Long Beach is the second busiest container port in North America. If combined with its next-door neighbor, the Port of Los Angeles, the San Pedro Bay port complex would rank among the top eight busiest container ports in the world. East Asian trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China, Japan, South Korea, Hong Kong and Taiwan.

The Port of Long Beach, which is the City of Long Beach's Harbor Department, is governed by the Long Beach Board of Harbor Commissioners. The Port's Chief Executive is appointed by the Board of Harbor Commissioners and is responsible for overall Port activities. The Chief Executive is supported by a Capital Programs Executive and six Managing Directors, one each for these bureaus: Commercial Operations, Engineering, Environmental Affairs and Planning, Finance and Administration, Communications, and Human Resources and Team Development. The Port has approximately 500 employees and generates annual operating revenues of nearly \$375 million. The Port of Long Beach is a landlord port that leases and acquires property for port development. The Board of Harbor Commissioners leases port shipping terminals and other facilities to private entities. Port revenues are reinvested in new facilities and port-related improvements and capital expenditures are expected to total approximately \$4 billion over a period of 10 years. In addition to its role as a critical hub for international commerce and as a major transportation center, the Port of Long Beach plays a key role in promoting global trade. Port-related international trade has wide-ranging economic impact, supporting thousands of jobs that benefit the region and the entire country.

In 2005, the Board of Harbor Commissioners adopted a Green Port Policy that has positioned the Port as the leader in the area of environmental stewardship. To further our commitment to the environment, in June 2006 the ports of Long Beach and Los Angeles jointly introduced the San Pedro Bay Ports Clean Air Action Plan (CAAP), a sweeping plan aimed at significantly reducing the health risks posed by air pollution from port-related ships, trains, trucks, terminal equipment and harbor craft. Today the Port has launched a Supply Chain Optimization initiative. This unprecedented effort is aimed at developing new and innovative approaches to goods movement throughout the port complex through collaborations among both ports and shipping lines, marine terminals, drayage truck companies, labor and railroads. To learn more about the Port, go to www.polb.com.

THE COMMUNITY

Majestically located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California is often described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, the annual Toyota Grand Prix of Long Beach, the Long Beach Sea Festival, and a wide variety of other attractions serve to draw over four million visitors each year. The city is also home to California State University, Long Beach, which is ranked the No. 3 best value public college in the nation, and Long Beach City College, one of the largest community colleges in California.

While offering all the amenities of a large metropolis, the city has maintained a strong sense of community and cohesiveness. As the seventh largest city in California, Long Beach has been referred to as the "most diverse city" in the nation by *USA Today*. A superb climate, quality schools, a vibrant downtown, and a variety of neighborhoods help make Long Beach one of the most livable communities in the country.